



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF ACQUISITION AND GRANTS

March 16, 2009

MEMORANDUM FOR: Deputy Assistant Administrators
Heads of Staff Offices

FROM: Mitchell J. Ross /original signed by/
Director, Acquisition and Grants Office

SUBJECT: Fiscal Year 2010 Late Acquisition and Grant Requests

The purpose of this memorandum is to set forth the procedure to process late acquisition and financial assistance actions in Fiscal Year 2010 (FY10). All FY10 actions must be obligated and submitted for recordation no later than 12:00 Noon eastern time on September 21, 2010. All Procurement Requests (CD Form 435) for acquisition (contracts or purchase orders) or financial assistance (grants or cooperative agreements) must be submitted prior to the dates established for fiscal year 2010 processing. Late actions may be accepted for processing on a best efforts basis in accordance with the following:

1. The requestor shall contact their servicing acquisition or financial assistance office to discuss the proposed requirement, jointly develop an acquisition or financial assistance plan to make the award, and prepare a milestone plan (attached) to successfully implement that plan.
2. The requester shall prepare a memorandum from the DAA or Head of Staff Office to the Director of the Acquisition and Grants Office explaining the lateness, criticality, priority, and need for award in FY10.
3. A decision to process the action will be issued by the AGO Director as expeditiously as possible.
4. Any disagreement with the AGO decision may be appealed to the Deputy Under Secretary for Oceans and Atmosphere.

The decision to approve or disapprove a late action will be based on need, compliance with law, regulation, policy, resources, and the completeness of the requisition package.

cc: Deputy Under Secretary Mary M. Glackin
Mary Lipscomb, NTIA
Al Vincent, NTIA
Kent Rochford, NIST
Ron Marin, MBDA
Tania White, MBDA
Patty Sefcik, ITA
Victor Powers, ITA
Gay Shrum, BIS
Brad Burke, BIS
Acquisition Management Advisory Committee Members
Grants Management Advisory Committee Members
Staff of the Acquisition and Grants Office

Attachment

LATE ACTION PLAN

Title: _____

Office: _____ **Total Dollar Value: \$** _____

Requisitioner Name: _____

CFO Name: _____

CFO Approval Signature: _____

CFO Priority Ranking (1, 2 or 3): _____

Milestones

Date

- | | |
|--|-------|
| 1. Requisition received by the Contracting or Grants Officer | _____ |
| 2. Public Announcement (if required) | _____ |
| 3. Notice or Solicitation issuance (if required) | _____ |
| 4. Announcement or Solicitation closed | _____ |
| 5. Evaluations completed | _____ |
| 6. Selection completed | _____ |
| 7. Award completed | _____ |
| 8. Announcement completed | _____ |

Requestor Signature	Date
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AGO Division Director Recommendation: () Approve () Deny

Division Director Signature	Date
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